



# Annual Report • 1992



Alberta  
Legislative Assembly Office



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LEGISLATIVE ASSEMBLY  
ALBERTA

OFFICE OF THE CLERK

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April 21, 1993

To the Honourable the Speaker of the  
Legislative Assembly of Alberta

I have the honour to submit the fifth annual report of the Legislative Assembly Office for the calendar year ended December 31, 1992.

This report includes the annual report of *Alberta Hansard* as required by Standing Order 110.

Respectfully submitted,

A handwritten signature in black ink, reading "W.J. David McNeil".

W.J. David McNeil  
Clerk of the Legislative Assembly



# **Legislative Assembly Office**

## **1992 Annual Report**



### **Alberta**

Prepared for the Honourable David J. Carter  
Speaker of the Legislative Assembly  
Legislative Assembly of Alberta







## Introduction

### ***The Legislative Assembly Office: In Service to Alberta's Parliament***

The origins of the Legislative Assembly Office of Alberta can be traced to the 14th century in England when Parliament elected the first Speaker and appointed the first Clerk. Today, the Speaker of the Legislative Assembly is the head of the Office with the Clerk serving as deputy. The Legislative Assembly Act of 1983 made the Office's current name official.

The most common misconception about the Legislative Assembly Office is that it is a branch of the government and that its staff are government employees. However, in the parliamentary system the government is the executive branch and is responsible for applying and enforcing laws; the Legislative Assembly is the legislative branch and is responsible for establishing those laws. The Legislative Assembly Office provides various types of support to the entire Assembly, including MLAs of opposition and government parties alike.

Although the Office has sometimes been called, informally, the Speaker's department, it is not a government department and the Speaker does not belong to the cabinet, cannot be asked questions during Oral Question Period, and cannot participate in the Assembly's debates. The Speaker does have administrative authority and responsibility similar to that of the ministers of various government departments, while the Clerk is the Speaker's chief administrative deputy and has authority and responsibility similar to that of a deputy minister of a government department.

The Speaker has two distinct but related roles. In the Assembly the Speaker maintains order and ensures that MLAs conduct their business according to the Standing Orders of the Assembly. Administratively, the Speaker is responsible for the Assembly's records and for providing services to MLAs and the public.

The latter include financial administration, purchasing, personnel administration, office automation assistance, public education, and the library.

The Legislative Assembly Office as a whole has the same two procedural and administrative roles. This is a unique characteristic of the Office and is evident throughout the Office: the normal duties, work hours, and office locations of many staff change significantly during sessions of the Assembly.

The Office's annual budget as well as statutory provisions for financial and personnel administration are under the purview of the Special Standing Committee on Members' Services. A committee of the Assembly, the Members' Services Committee also regulates constituency office support and members' pay, allowances, benefits, and group insurance plans, all of which the Office administers. Traditionally, the Speaker chairs the Members' Services Committee.

Each party grouping, or caucus, of elected members is a branch of the Legislative Assembly Office. Although technically the Speaker has authority over the administration of each caucus office, for obvious reasons these branches operate with considerable autonomy. Caucus branches, of which there are now three, are therefore not part of this report, which includes only branches of the Office under the Speaker's full control. However, since the caucuses receive financial, administrative, and personnel services as well as other support from other branches of the Office, branches of the Office may refer to these services in their individual reports. In addition, the Office's consolidated budget estimates, which appear at the end of this report, include the estimates for the caucus branches.







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## Overview

### Clerk of the Legislative Assembly

W.J. David McNeil

The role and the organization of the Legislative Assembly Office continued to evolve in 1992, a year of heavy committee activity with an average number of Assembly sitting days. The Office intervened in a Supreme Court case dealing with parliamentary privilege, a major reorganization of one of the branches resulted in enhanced services and a change of name, and new technology played a key role in improving services. Finally, two new faces joined the Office's management team.

The spring sittings of the Fourth Session of the 22nd Legislature opened March 19 and ended July 2. The Assembly sat September 21 and 22 to deal with Bill 54, Constitutional Referendum Amendment Act, 1992, and the government motion to approve the text of the October 19 federal constitutional referendum question. In all, the Assembly sat for 65 days and 29 evenings and passed 44 government Bills and 13 private Bills.

Committee activity continued at a high level in 1992. In addition to work for the standing committees of the Assembly, the committees branch supported three select special committees. First, the Constitutional Reform Committee concluded its deliberations early in the year and tabled its report on March 20. Second, the Electoral Boundaries Committee met 56 times before submitting its final report on November 16. Third, the Select Special Committee on Parliamentary Reform was created on May 26, 1992, and the branch assisted its members with research on various related topics.

Perhaps the most critical issue the Office faced during the year was its intervention in a case before the Supreme Court of Canada involving parliamentary privilege. On March 2 and 3, Alberta argued that parliamentary privilege is constitutionally entrenched in the law of

Canada and therefore cannot be abrogated by the Charter of Rights and Freedoms. On January 21, 1993, the Supreme Court handed down a 7 to 1 majority decision consistent with this argument, a landmark in the fight to preserve and protect the privileges of parliament.

Visitor Services, which the Office assumed responsibility for in 1991, and *Alberta Hansard* underwent a major reorganization and became the Public Information Branch. This branch now performs the same functions as the two former branches but with two fewer full-time staff.

Better services through technology continued to be a major objective of the Office in 1992. A state-of-the-art digital sound amplification system was installed in the Chamber in the spring, and after a few teething problems it significantly improved sound quality. The Legislature Library moved closer to acquiring a computerized indexing system which will allow users on the Assembly network to search the library's entire collection from their offices. The Office also implemented a computer network fax capability, which allows users to send and receive faxes at their workstations, and a document scanner that reads hard copy documents into the system. In addition, the Personnel Services branch converted to an on-line payroll system, and Administrative Services now has computerized inventory control.

Two important management staff changes took place in 1992. Karen South resigned as Clerk Assistant in March to take on a senior role with the newly appointed Ethics Commissioner, and Oscar Lacombe retired at year end as Sergeant-at-Arms after a 13-year career with the Assembly. We thank them both for their significant contributions to the Office and wish them well in their future endeavours. To fill their positions, Louise Kamuchik became Clerk Assistant in March and Brian Hodgson the new Sergeant-at-Arms early in 1993.





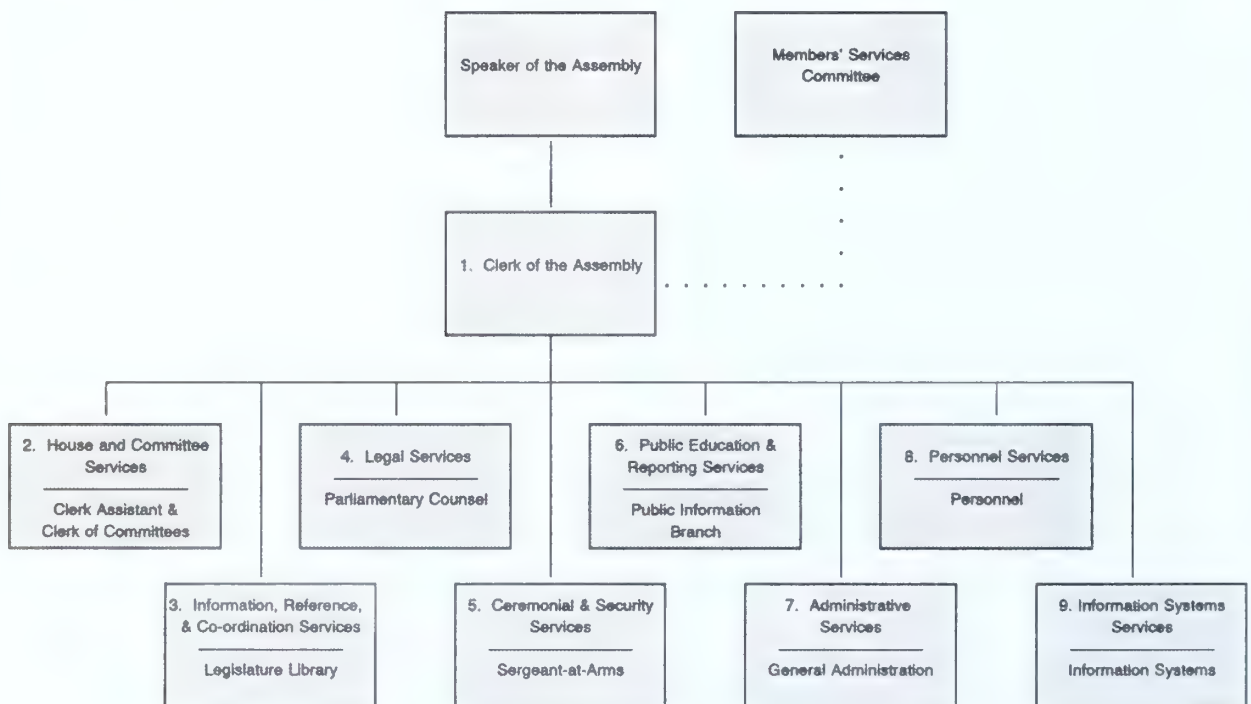
# Legislative Assembly Office

## Purpose Statement

Within the traditions of parliamentary democracy as constitutionally established in Alberta:

1. To assist the Assembly in protecting its institutions and privileges.
2. To provide assistance and support to the Speaker of the Legislative Assembly in carrying out the duties of office.
3. To provide assistance and support to members in carrying out their role as elected representatives of the people of Alberta.
4. To record the proceedings and maintain the records of the Legislative Assembly.
5. To provide public information and educational services on behalf of the Assembly.

## Functional Organization Chart



## ***Functional Statements***

### **1. Clerk of the Legislative Assembly**

- Provides advice and support to the Speaker and members on procedural and administrative matters.
- Manages the Legislative Assembly Office.
- Acts as Secretary, Alberta branch, of the Commonwealth Parliamentary Association.

### **2. House and Committee Services**

#### *Clerk Assistant and Clerk of Committees*

- Provides procedural advice to the Speaker and members of the Assembly.
- Manages support services to legislative committees.
- Maintains House records and manages Legislative Assembly Office records.
- Manages production of House documents.

### **3. Information, Reference, and Co-ordination Services**

#### *Legislature Library*

- Provides information and reference services to the Legislative Assembly.
- Co-ordinates a number of co-operative programs among Alberta government libraries.

### **4. Legal Services**

#### *Parliamentary Counsel*

- Provides legal services to the Speaker, members of the Assembly, and staff of the Legislative Assembly Office.
- Drafts Assembly documents, including private members' Bills and motions.
- Provides legal services to the Chief Electoral Officer and Ethics Commissioner.

### **5. Ceremonial and Security Services**

#### *Sergeant-at-Arms*

- Provides security services to the Legislative Assembly.
- Provides page and messenger services to the Assembly during its sittings.

### **6. Public Education and Reporting Services**

#### *Public Information Branch*

- Produces the official report of what is said during meetings of the Legislative Assembly and its committees.
- Welcomes visitors and provides public education services for the Legislative Assembly.
- Provides public information about the Legislative Assembly.
- Prints and distributes Assembly publications.

### **7. Administrative Services**

#### *General Administration*

- Provides financial and administrative support to the Legislative Assembly.

### **8. Personnel Services**

#### *Personnel*

- Provides human resource management services to the Legislative Assembly.

### **9. Information Systems Services**

#### *Information Systems*

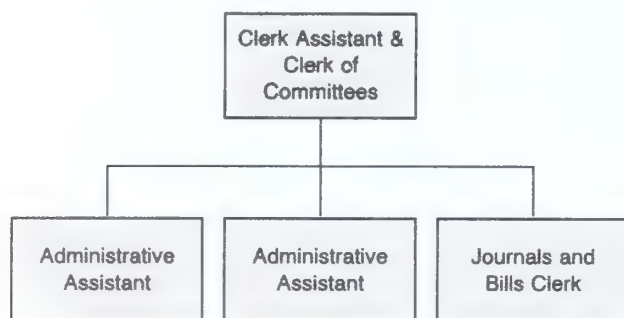
- Provides electronic data processing and office automation services to the Legislative Assembly.



## House and Committee Services

### Clerk Assistant and Clerk of Committees

Louise J. Kamuchik



The branch underwent significant personnel changes in 1992 yet continued to respond to heavy demand with quality services throughout the year. The Assembly held more sittings than in 1991, three special committees were active, and several standing committees as well as two subcommittees of the Members' Services Committee held meetings. In addition, three new MLAs joined the Assembly after winning seats in by-elections, the branch modified the Order Paper to save money, and work on the annotated Standing Orders continued.

Karen South resigned as Clerk Assistant early in the year, having served in that capacity since 1987. Louise Kamuchik, an administrative assistant in the branch, succeeded her. Diane Shumyla was hired to fill Mrs. Kamuchik's previous position.

The spring sittings of the Fourth Session of the 22nd Legislature began on March 19 and ended July 2. The Assembly also sat September 21 and 22 to deal with Bill 54, Constitutional Referendum Amendment Act, 1992, and the government motion on the text of the question Albertans would be asked on the October 1992 federal constitutional referendum. In all, the Assembly sat for 65 days and 29 evenings.

Efforts to reduce the cost of publishing Assembly documents continued. On Tuesdays and Thursdays Votes and Proceedings carried the full text of written questions and motions

for returns that the Assembly dealt with and listed only the numbers of those ordered held. These changes resulted in an estimated savings of \$1,200 per week.

Two new members, Mr. Barry McFarland, Member for Little Bow, and Mr. Gary Dickson, Member for Calgary-Buffalo, took their places in the Assembly during 1992. A third new member, Mr. Donald MacDonald, Member for Three Hills, was sworn in on November 16 and was expected to take his seat in the Chamber when the Fourth Session of the 22nd Legislature reconvened early in 1993.

Committee activity continued at a hectic pace in 1992, with the Select Special Committee on Constitutional Reform holding its final 10 meetings before tabling its report in the Assembly on March 20. The Assembly established the Select Special Committee on Electoral Boundaries on July 2, and it held 56 meetings prior to releasing its report on November 16.

On May 26 the Assembly established the Select Special Committee on Parliamentary Reform. It held four meetings but delayed further activity because of the change in the Progressive Conservative Party leadership in December. Table officers provided extensive research assistance on various topics to this committee.

Active standing committees included the Alberta Heritage Savings Trust Fund Act (21 meetings), Legislative Offices (12), Private Bills (7), and Public Accounts (8). The Special Standing Committee on Members' Services held nine meetings during the year, and its subcommittees on ministerial and MLA job evaluation and the MLA history book held a total of seven meetings.

Charged with selecting the province's first Ethics Commissioner, the Standing Committee on Legislative Offices completed its review of the 288 applications and recommended Mr. Robert Clark for the position. The Assembly concurred in the choice on March 23, 1992, and Mr. Clark assumed his new duties on April 1.



In the fall members of the Standing Committee on the Alberta Heritage Savings Trust Fund Act toured projects paid for by the heritage fund. As well, two members each of the Public Accounts and Legislative Offices committees attended the annual meeting of the Canadian Council of Public Accounts Committees. Two members from the Legislative Offices Committee attended the Council on Governmental Ethics Laws Conference, while another three attended the International Ombudsman Conference.

In 1991 the Speaker and Table officers began a general review of the Assembly's Standing

Orders and worked on an annotated version. This work continued in 1992.

Branch staff attended the professional development seminar for Canadian Clerks-at-the-Table, the annual meeting of the Canadian Council of Public Accounts Committees, and the Canadian Comprehensive Auditing Foundation conference as part of the ongoing responsibilities associated with their positions.

The records management policy of the Legislative Assembly Office was reviewed and updated. When appropriate, records were transmitted to the Provincial Archives for retention or eventual destruction.

## Comparative Statistics

Oral Question Period						
	Fourth Session (1992)			Third Session (1991)		
Caucus	Questions	Suppl.	Time (Min.)	Questions	Suppl.	Time (Min.)
<b>New Democrat</b>						
Spring	384	505	1,440	339	460	1,397
Fall	11	14	38	—	—	—
Total	395	519	1,478	339	460	1,397
<b>Liberal</b>						
Spring	238	296	779	220	278	808
Fall	7	9	24	—	—	—
Total	245	305	803	220	278	808
<b>Progressive Conservative</b>						
Spring	200	198	659	184	181	584
Fall	7	7	29	—	—	—
Total	207	205	688	184	181	584
<b>Totals</b>						
Spring	822	999	2,878	743	919	2,789
Fall	25	30	91	—	—	—
<b>Grand Total</b>	847	1,029	2,969	743	919	2,789

## Comparative Statistics

	Fourth Session (1992)	Third Session (1991)
<b>Sitting Days</b>		
Spring	63	62
Fall	2	0
<b>Evening Sittings</b>		
Spring	28	36
Fall	1	0
<b>Government Bills</b>		
Introduced	51	53
Received Royal Assent	44	51
<b>Private Bills</b>		
Introduced	15	8
Received Royal Assent	13	5
<b>Private Members' Public Bills</b>		
Introduced	96	60
Received Royal Assent	0	0
<b>Government Motions</b>		
Debated	31	22
Agreed to	29	21
<b>Private Members' Motions</b>		
Debated	20	19
Agreed to	1	3
Defeated	0	1
Withdrawn	2	1
<b>Written Questions</b>		
Considered	96	113
Accepted	29	41
Not accepted	42	69
Withdrawn	0	0
<b>Motions for Returns</b>		
Considered	206	154
Agreed to	16	25
Defeated	28	42
Withdrawn	0	1
<b>Committee of Supply (days)</b>		
Main estimates	25	25
Heritage Savings Trust Fund	2	5
Capital Fund	2	2
<b>Tablings and Filings</b>		
Tablings required by statute	155	95
Voluntary tablings	73	97
Filings	223	156
<b>Petitions (excluding private Bills)</b>		
Presented	113	29
Read and received	88	4
<b>Ministerial Statements</b>	22	14



## Information, Reference, and Co-ordination Services: Legislature Library

**Assistant Deputy Minister/  
Legislature Librarian**  
D. Blake McDougall

Library staff worked on several major projects in 1992 while maintaining a high quality and high volume of regular services to MLAs and other clients. The largest such project was the new computerized indexing system, which received budgetary approval early in the year. Another important project began in 1992: work on a book which will include biographies of all Alberta MLAs since 1905, election results, and various other information about the Assembly, its officers, services, and symbols. Other projects included microfilming Alberta weekly newspapers, acquiring new storage space, and planning work on the greater Edmonton area library network.

The Information and Reference Services section provided quality services at record or near-record levels for the seventh straight year. Altogether the Assembly sat 5 percent more days than in 1991.

The Co-operative Government Library Services section continued to foster resource sharing among provincial government libraries, which enables the government to realize significant operating cost savings. The section maintains the Alberta Government Libraries' Union Catalogue, Union List of Serials in Alberta Government Libraries, Alberta Government Libraries' Interlibrary Loan Service, *Directory of Alberta Government Libraries*, and the *Alberta Government Libraries Newsletter*. As well, the section provides technical advice to department officials on developing special library operations.

The largest special project for 1992 was the computerized indexing system. In January the Members' Services Committee approved \$130,000 for phase one. Phase two would complete the project in the 1993-94 fiscal year for an additional \$30,000. When fully operational, this system will merge the library's

present three indexes into one. Users will be able to search the entire collection on computer either in the library or in their own offices if they are on the Legislative Assembly Office network. The new system will bring the indexing up to current library standards and enable the library to participate in the greater Edmonton library network. This would mean that in a few years users could perform computer searches on most library collections in the Edmonton area.

At the end of 1992 the Legislature Library EDP committee selected a system and a vendor and made plans to acquire the necessary equipment early in 1993. This step concludes a process which began in 1990. Since then the committee has studied on-line integrated systems and observed several demonstrations. They then developed a request for proposals in July and sent it to vendors who had demonstrated their system to the committee. Four vendors submitted proposals prior to the August deadline. The committee spent the next several months evaluating the submissions.

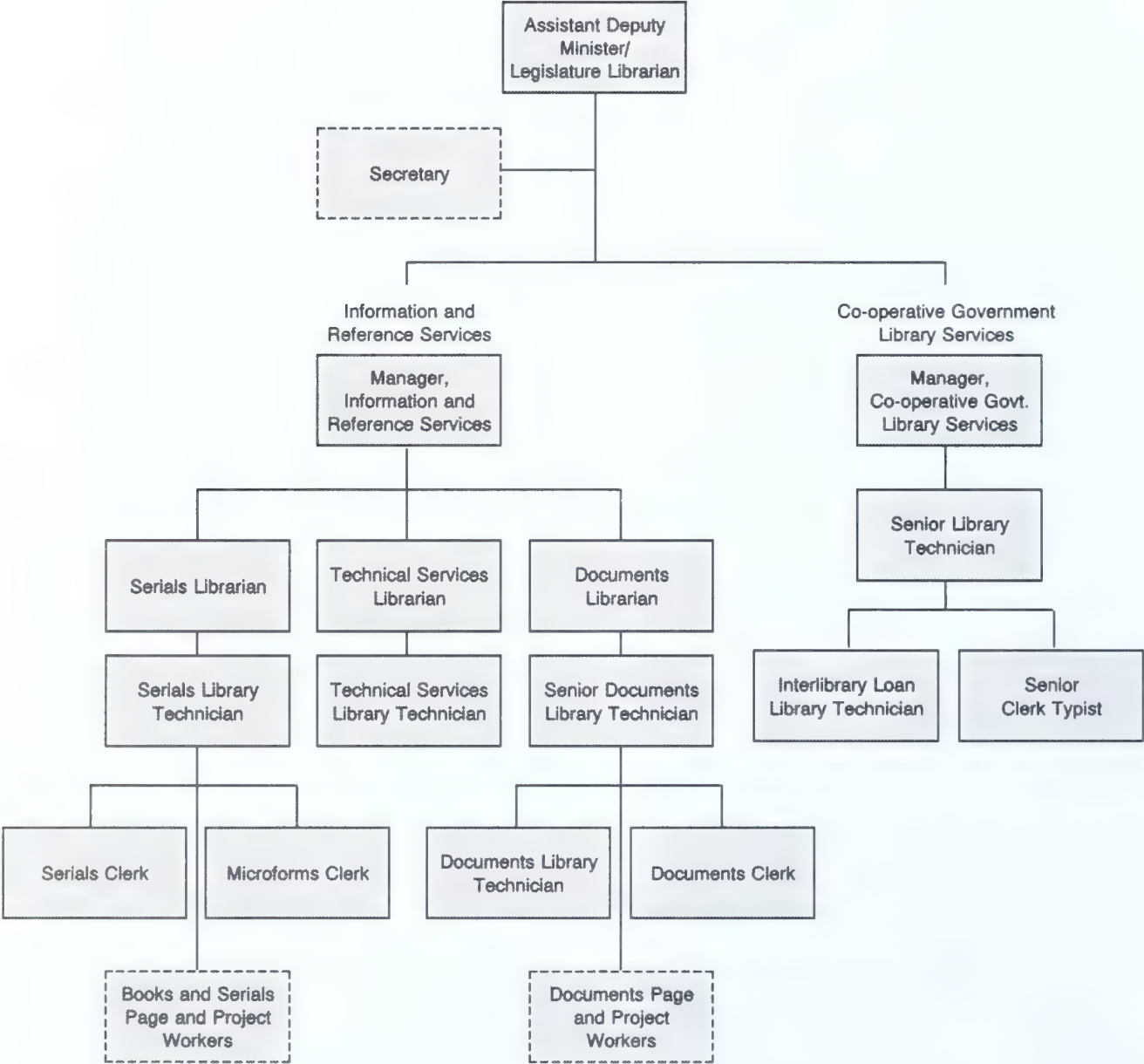
A related project involved library staff in helping develop plans and policies for the greater Edmonton area library network. This network would enhance resource sharing among libraries of the University of Alberta and other Edmonton area libraries. The network has two types of partners, sharing and linked. Sharing partners actually use the University of Alberta library's system within their own library organization whereas linked partners contribute through their own local systems. The Legislature Library will be a linked partner.

Another significant project in 1992 was to acquire additional storage space. In 1990 the Legislature Library and some Alberta government libraries jointly requested space from Public Works, Supply and Services. After a great deal of preliminary planning and policy

*continued on page 9*



*Legislature Library  
Organization Chart*



development, the library acquired this space in November 1992. The new facility, located in the Terrace Building, provides approximately 500 square feet for the Legislature Library and 500 square feet for department libraries. Department libraries will store only periodicals in their area, and any material consigned to the new space becomes common property. The Legislature Library's Co-operative Government Library Services section administers the facility.

The Legislature Library continued its long-term project of microfilming Alberta weekly newspapers. The object of this work is to preserve the deteriorating original files and make this material available to Albertans on a wider basis. This microfilm can be borrowed through interlibrary loan and used at any library in the province that has microfilm reading equipment. During 1992 the Legislature Library and the Glenbow Archives jointly completed the newspapers for Chinook, Drumheller, Empress, and Milk River. In June the Drumheller public library hosted a celebration marking the completion of the *Drumheller Mail* which was attended by the mayor, library board, publisher, and chief librarian. On an independent basis, the Legislature Library microfilmed the Eckville and Hinton newspapers with help from the publishers of the current newspapers for those communities and citizens representing related interest groups.

When appropriate, various state receptions, media interviews, and special presentations occur in the Legislature Library. In March a reception was held there following the opening of the Fourth Session of the 22nd Legislature. On September 1 the library was the site of the reception commemorating the 25th anniversary of the Ombudsman's Office.

The deteriorating physical condition of the main library facility at the Legislature Building continued to be a concern. During 1991 staff completed an overall plan for general refurbishment with the co-operation of Public Works, Supply and Services. This plan provides for further renovating of the cork floor, repainting, installing new drapery, and replac-

ing some furniture. Due to fiscal restraint, progress on the plan has been slow, but some work did go ahead near the end of 1992.

As well as carrying out his responsibilities as Alberta's parliamentary librarian, the Assistant Deputy Minister continued to assist the Legislative Assembly Office with financial and EDP (electronic data processing) matters. He served as the Assembly's Senior Financial Officer and backup Accounting Officer. He also oversaw the General Administration branch, was vice-chairman of the Legislative Assembly EDP Management Committee, and helped to prepare the Assembly's estimates.

During 1992 the Legislative Assembly history book came closer to reality. In 1991 the Members' Services Committee appointed a Book Subcommittee to look into publishing such a book. It would include biographies of all Alberta MLAs since 1905, election results, and various other information about the Assembly, its officers, services, and symbols. In 1991 senior members of the Legislative Assembly Office management staff estimated the project cost, and the subcommittee designated the Assistant Deputy Minister/Legislature Librarian as technical adviser. By the end of 1992 library staff had compiled most of the information for the book except the individual MLA entries. In December the subcommittee decided to hire a researcher to prepare those entries during the early part of 1993.

Library staff attended the annual conferences of the Library Association of Alberta and the Alberta Association of Library Technicians. As well, two representatives attended the biennial conference of the Association of Parliamentary Librarians in Canada. These conferences enable the staff to keep abreast of current developments in the library field.

Finally, the Legislature Library continued to provide orientation and training for new users, especially caucus staff, and students in programs like the library technology program at Grant MacEwan College. As well, survey data regarding the library and other subjects were provided to a wide variety of organizations.

## *Comparative Statistics*

	<b>1992</b>	<b>1991</b>
<b>Information and Reference Services</b>		
Total number of volumes (by conventional count)	230,220	221,589
Circulation (items borrowed for use outside library)	7,334	7,635
Number of requests for quick information service (less than 15 minutes)	9,305	9,890
Number of requests for extended reference service	1,288	1,073
<b>Co-operative Government Library Services</b>		
Titles in Alberta Government Libraries Union Catalogue	228,700	224,500
Titles in Union List of Serials in Alberta Government Libraries	11,498	11,397
Number of requests serviced by the Alberta Government Libraries' interlibrary loan service	6,612	6,889

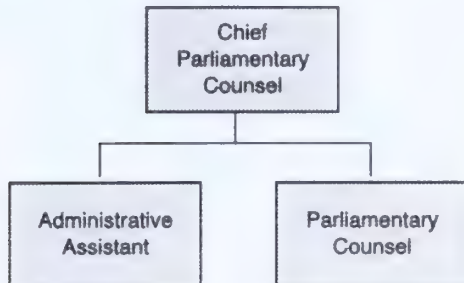




## Legal Services

### Parliamentary Counsel

Michael P. Ritter and Franklin Work



Throughout 1992 the Parliamentary Counsel provided legal and procedural advice to MLAs and staff and reorganized office procedure to handle an exceptionally high demand for services. A highlight of the year was framing arguments to take to the Supreme Court of Canada in a landmark case involving parliamentary privilege. Counsel also produced a new consolidation of Members' Services Committee orders and took an active role in educating the public about parliamentary issues.

The office underwent a thorough administrative restructuring, including filing systems, work allocation between the two counsel, and new forms and contracts for employment, termination, and equipment purchase and leases. The restructuring enabled counsel to provide quality service despite increased demand.

The branch prepared 145 private members' public Bills in 1992, the most ever. Private members came to the office with proposed legislation on an unprecedented variety of subjects, and counsel provided legal drafting services for them. The office implemented a system whereby one individual in the office monitored and co-ordinated the process on each Bill from beginning to end. This system sped up the process, made it more responsive to the members' needs, and reduced the number of errors. Members and their research staff responded favourably to the new system,

which the branch continued to review and improve.

The Parliamentary Counsel office serves as examiner of private Bills and counsel to the Private Bills Committee. The committee considered 23 petitions for private Bills, another record. As with the process for private members' public Bills, the Private Bills process was streamlined to accommodate the office's increased workload, which included extensive consultation with the private legal sector.

One of the most significant matters to come to the Parliamentary Counsel office in 1992 was a case before the Supreme Court of Canada regarding parliamentary privilege. Alberta was an intervener in the Donahoe case involving the media's suit against the Nova Scotia Speaker. The media wanted the right to bring cameras and other broadcast equipment into the Chamber despite House rules prohibiting television cameras. Alberta concentrated on parliamentary privilege rather than basing its arguments on the Charter of Rights and Freedoms, the strategy most other Canadian jurisdictions adopted. On March 2 and 3, Alberta argued that parliamentary privilege was constitutionally entrenched in the law of Canada and therefore could not be abrogated by the Charter. On January 21, 1993, the Supreme Court handed down a 7 to 1 majority decision consistent with Alberta's arguments.

A major project completed during the year was a complete redraft of consolidated Members' Services Committee orders. These orders regulate a considerable number of matters delegated to the committee by the Legislative Assembly Act. The new looseleaf version employed current drafting conventions and eliminated transitional provisions no longer in effect. The committee approved the new consolidation and repealed all old orders. Counsel planned to provide future amendments to the orders in looseleaf form that could be easily added to the consolidation. That way the document would continue to be up to date regardless of the number of amendments. As well,

the looseleaf method will reduce paper consumption.

During the past few years the Parliamentary Counsel office has increased its role in public education, and that trend continued in 1992. Both counsel undertook public speaking engagements and other educational functions, including presenting academic papers at the annual Conference of Parliamentary Counsel in Canada at Quebec City and acting as Speakers at a number of model parliaments. Public speaking engagements and university guest lectures were carried out throughout the year, emphasizing the importance the office places

on public awareness of our parliamentary system.

Lastly, the office acts as legal adviser to the Chief Electoral Officer and the Ethics Commissioner. With the redrafting of electoral boundaries, a number of parties required extensive legal services from Parliamentary Counsel. The Ethics Commissioner assumed his office in 1992 under the Conflicts of Interest Act, and he also required extensive dialogue with Parliamentary Counsel. One result of this was an annotated version of the Conflicts of Interest Act. The Parliamentary Counsel office also advised with respect to forms for members' disclosures and on numerous other matters.



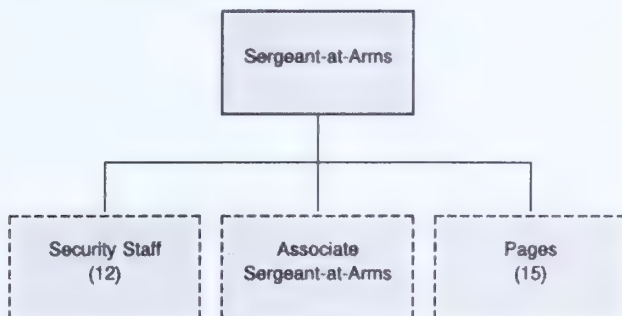
## Ceremonial and Security Services

### Sergeant-at-Arms

Oscar Lacombe

### Sergeant-at-Arms Designate

Brian Hodgson



1992 was a year of transition for Ceremonial and Security Services. Oscar Lacombe, Sergeant-at-Arms since 1980, prepared to retire in January 1993 after serving the Assembly with distinction for 13 years. In September his successor, Brian Hodgson, began a period of understudy and orientation. Other significant activity in the branch included security measures for constituency offices, security for session and committee meetings, pedway security, and the page program.

The protection of constituency offices continued to be a significant issue in 1992. Eleven constituency offices added centrally monitored security systems. However, three others without alarm systems were broken into.

In addition to providing advice on security systems, branch personnel visited 27 constituency offices. These visits provided an opportunity to survey office security and train staff. During the Progressive Conservative leadership campaign, an officer visited the constituency offices of MLAs who were candidates to

ensure that the offices were being properly used. He found all of them to be operating within the guidelines.

Branch staff maintained security in the Chamber during 1992 when over 12,700 people observed session. They also provided coverage for 34 committee meetings and for three youth groups which used the Chamber for model parliaments. The practice of allowing supervised use of the Chamber for youth groups is very much in the tradition of the Legislative Assembly.

An incident in the pedway prompted review of security arrangements for the display area and the information desk. Steps were taken to improve the physical security of the displays and the personal security of Visitor Services staff required to work in that area.

In November and December a number of high school students interested in the Legislative Assembly page program were interviewed. Nine new pages joined the duty roster for 1993. This number included additional pages to enhance flexibility in planning and scheduling, particularly on days near the pages' exams. This arrangement should maintain a high level of service to the members and officers of the Assembly while recognizing the academic needs of the pages in an increasingly competitive educational environment.

The orientation for the incoming Sergeant-at-Arms included meetings in Ottawa with the Gentleman Usher of the Black Rod of the Senate, the Assistant Deputy Sergeant at Arms, and the Director of Security for the House of Commons and members of his staff. The Sergeant-at-Arms designate also served a brief attachment to the Sergeant at Arms Department at Westminster. These sessions covered ceremonial, security, communication, staff training, and administration issues.





## Public Education and Reporting Services: Public Information Branch

**Director of Public Information**  
Gary Garrison

The Public Information Branch, formerly *Hansard* and Visitor Services, had a busy year even though the demand for *Hansard* transcripts was less than it has been for several years and visitor numbers were down 9.3 percent from 1991 figures. While continuing to provide a high level of regular services to MLAs and the public, the branch underwent a major reorganization. The reorganization enabled the branch to function with two fewer full-time positions and freed up funds and staff time to expand services. Other noteworthy activities included breaking in the new sound system for the Chamber, conducting new public education ventures, and leading the plain language initiative.

**Reorganization:** During the first half of 1992 the staff and management of the branch spent considerable energy reorganizing the old *Hansard* and Visitor Services Branch into the new Public Information Branch. This was the final step in integrating Visitor Services' functions into the Legislative Assembly Office. This process started April 1, 1991, with the transfer of Visitor Services from the Public Affairs Bureau. Reorganizing the branch involved two steps, one at the end of March, the second during the summer. The branch now has five units, whose responsibilities are detailed in the chart on page 16.

The reorganization also involved plans for renovating the branch's main office area on the ninth floor of the Legislature Annex. These renovations were necessary to make optimum use of the floor space available, to resolve a longstanding problem of cramped quarters for the *Hansard* copy editors, and to accommodate staff assigned new duties in the organization. By year's end the branch had completed planning for the renovations, with construction slated for early 1993.

Before the reorganization two full-time staff resigned. Their positions remained unfilled, but the branch was still able to improve its services. Funds freed up in the process helped pay for new initiatives like the traveling display at several exhibitions and trade shows and the ad in Alberta dailies summarizing legislative activity.

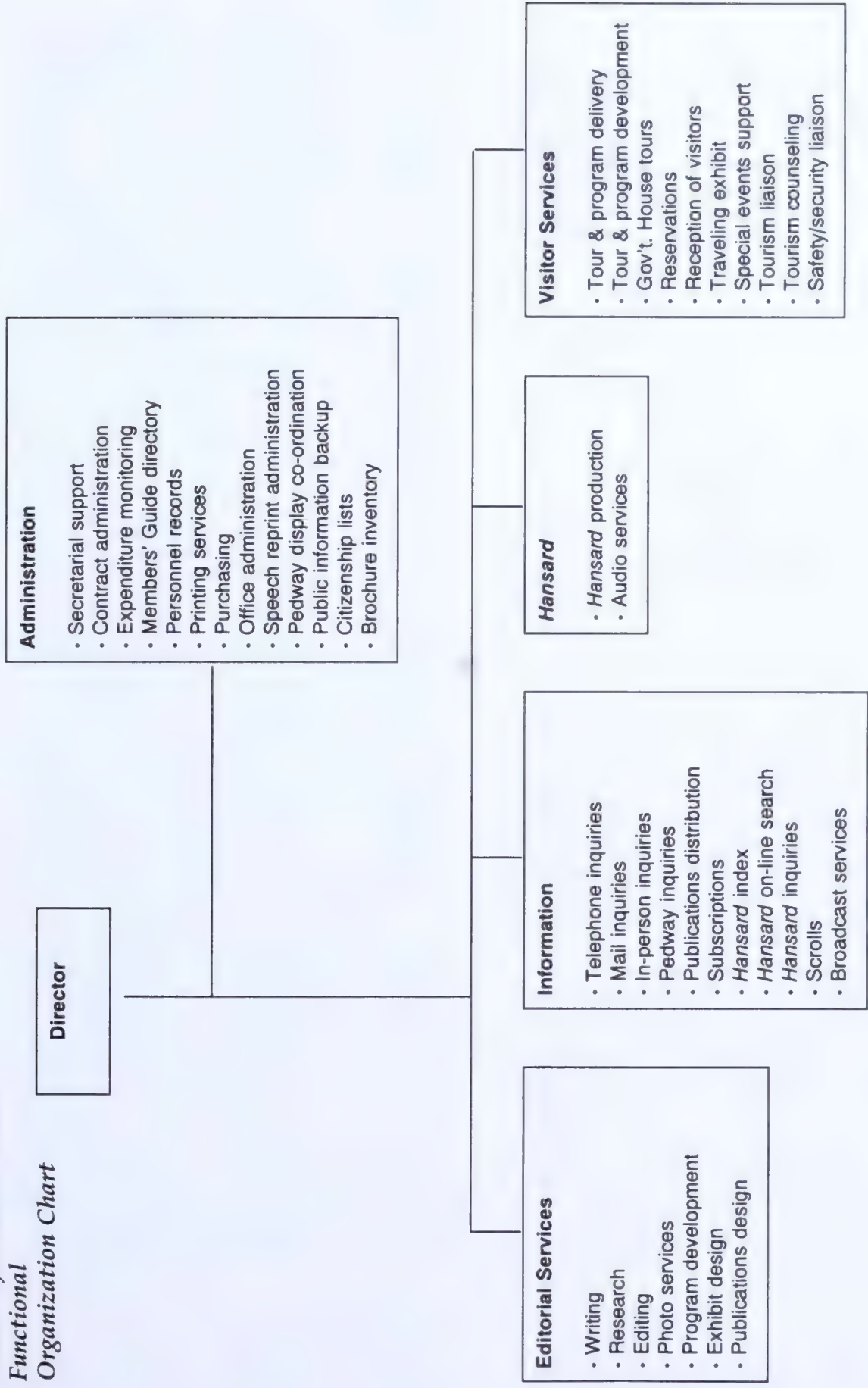
***Hansard* Production:** March 8, 1992, marked the 20th anniversary of *Alberta Hansard's* founding. In *Hansard's* first year the Assembly sat for 80 days for a total of 358.7 hours of proceedings. In 1992 the demand for *Hansard* transcripts was significantly higher than it was 20 years ago but down nearly 24 percent from the record highs of 1990 and 1991. This decrease was primarily due to a decline in demand for committee transcripts.

In 1992 the Assembly sat 63 days and 28 evenings in the spring, and two days and one evening in September to deal with the Constitutional Referendum Act, 1992. A total of 255.3 hours of sittings produced 1,838 pages of *Hansard* text.

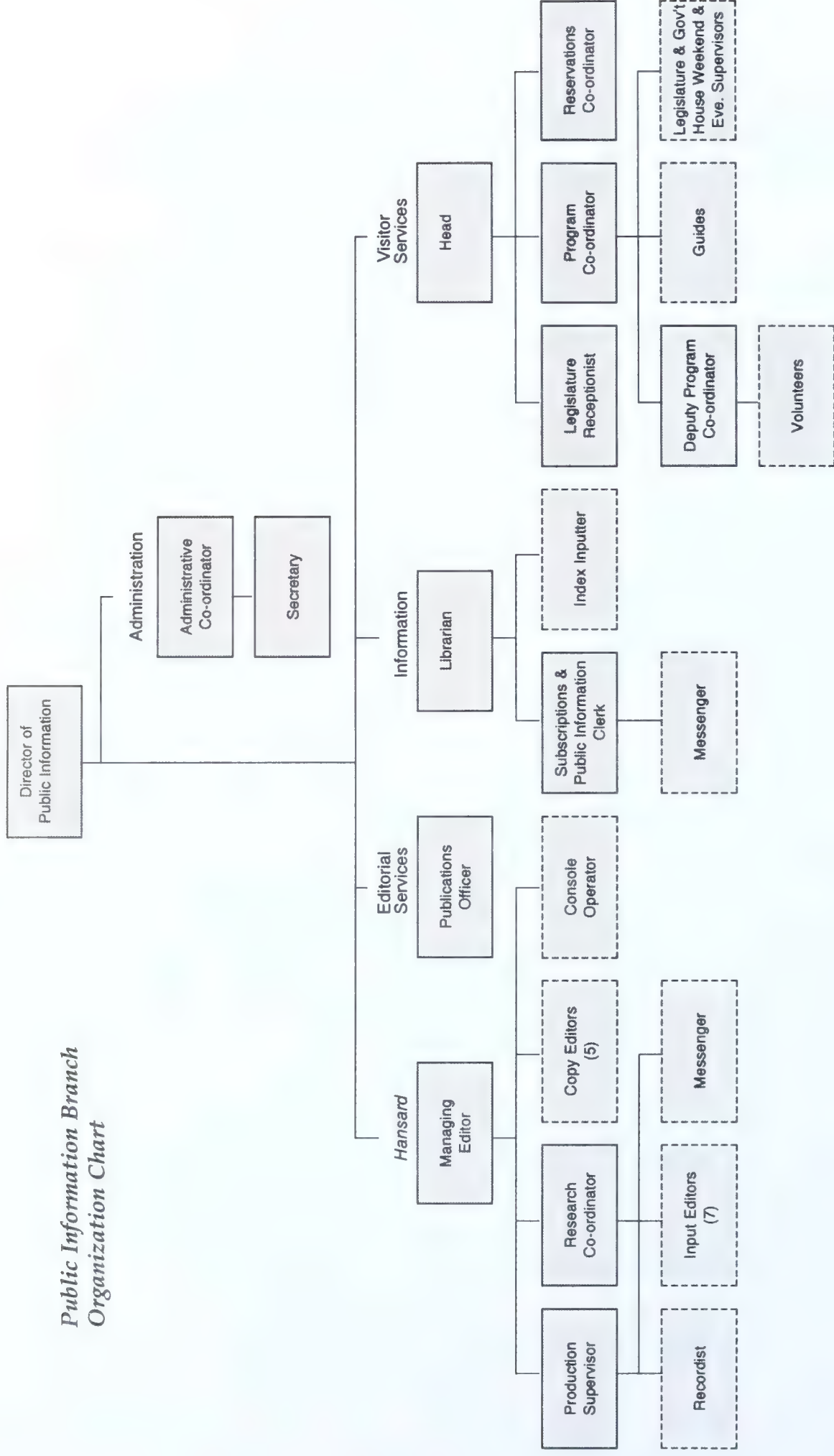
*Hansard* committee work was down from 1991 even though it included three special committees and the public hearings held by the Electoral Boundaries Commission. The decline occurred because two of the special committees conducted much of their work in camera. The Electoral Boundaries Commission traveled to 19 locations over a three-week period, meeting for 58 hours. Following debate on the commission's report, the Assembly created the Select Special Committee on Electoral Boundaries in July. *Hansard* produced transcripts of 19 of this committee's meetings. The Select Special Committee on Constitutional Reform held 10 meetings in the spring, spending most of its time in camera producing its report. The Select Special Committee on Parliamentary Reform was also established in 1992 and held three meetings. In addition, standing committees of the Legislature held 51 meetings totaling 72.22 hours.

*continued on page 17* ■

*Public Information Branch  
Functional  
Organization Chart*



# Public Information Branch Organization Chart





*Hansard* continued to provide bound volumes of standing committee transcripts to the Legislature Library, the Provincial Archives, and the Committees branch of the Legislative Assembly Office. As well, *Hansard* produced bound volumes for the Select Special Committee on Constitutional Reform, the Electoral Boundaries Commission, and the Select Special Committee on Electoral Boundaries.

Throughout the year *Hansard* staff maintained contact with their counterparts in other Canadian jurisdictions, sharing ideas and reporting on developments unique to *Hansard* operations.

State-of-the-art digital sound amplification and switching equipment was installed in the Chamber during the spring of 1992 to replace the deteriorating system the Assembly had used for 15 years. Alberta thus became the first jurisdiction in the world to use digital technology for sound amplification in a legislative chamber. The project also involved installing new recording equipment in the *Hansard* office to complement the audio system in the Chamber. The old system had frequent problems with feedback, and the sound was not uniform throughout the Chamber. The new technology succeeded admirably in resolving these problems.

During the break-in period, however, the system brought its own share of new problems. From the outset the main concern was the slow switching, which interfered with the pace of proceedings. This problem persisted throughout the spring sittings but was resolved before the Assembly reconvened on September 21. As well, a number of problems occurred with the system's components, the most serious one causing it to fail entirely during the March 31 sitting. On that occasion the Assembly continued to the end of Oral Question Period without sound amplification, but *Hansard* staff used tapes of background sound to produce that day's transcript in time for the normal publication deadline.

**Public Education Programs:** As part of the reorganization, the Speaker approved new policies to ensure that the funds and staff available determine the limit of program bookings each day. These policies enabled supervisors to schedule tour guides more equi-

tably. Each member of the guide pool now has a more regular workload and a predictable schedule, which should enhance guide morale and reduce turnover. These policies complemented the new custom computer program installed early in 1992 to help control and track bookings and keep statistics.

The reorganization united in a single office the two persons responsible for program development and delivery. Experience during the latter part of the year confirmed that integrating the programming had resulted in better programs, easier program revision, and increased flexibility for staff delivering the programs. Further, staffing in the pedway information desk was reduced to part-time because of the low volume of visitor traffic in the area.

Program review resulted in several pedway programs being discontinued because they were out of date or not relevant to the mandate of the Legislative Assembly Office. As well, staff began modifications on most of the remaining programs and started preliminary work on new programs for seniors and high school students.

Near the end of the year, staff from most areas of the branch discussed improvements to the 5,000-square-foot area in the pedway, which houses a collection of photographs and other displays. These are a backdrop for the pedway programs, but they are old and most are unrelated to the Legislature. In addition, visitor numbers there declined dramatically, and security and maintenance concerns arose. Consequently, with the support of Historic Sites and Archives Service staff of Culture and Multiculturalism, the branch developed a proposal in December to change the space into an interpretive centre focusing on the Legislature Building, how the Assembly works, and the role of the citizen in the democratic process. This facility would provide a greater opportunity to educate the public about the Assembly and to develop new programming for that purpose.

One step towards renovating the display area was the development in the spring of a 40-seat video theatre. Drop-in visitors watched the Legislative Assembly videos, and Parliamentary Counsel used the theatre for two in-

formation sessions on the constitutional referendum.

In June Visitor Services' volunteer program started up again, and through the remainder of the year 18 volunteers helped to provide services at the Legislature and in the pedway.

Visitor Services continued to support special events on the grounds and at Government House and to consult with the tourism industry. The Head of Visitor Services maintained close liaison with other industry professionals, and three members of the staff received certification through the tour guides program of the Alberta Tourism Education Council. As well, Visitor Services provided training for the Alberta representative whom Alberta Culture and Multiculturalism sent in the summer to the Prince Edward Island Confederation Centre.

The branch expanded the public education outreach initiative of late 1991 when Visitor Services staff operated an exhibit at a Red Deer agricultural trade show. In February the Members' Services Committee approved a proposal to operate booths at teachers' conventions throughout Alberta. To cover all 10 districts, each with its own convention, the proposal called for a three-year rotation with three or four conventions covered each year. In 1992 Visitor Services staff took the display to the Edmonton and northeast district teachers' conventions. In addition, staff operated a booth at the Calgary Stampede, the Medicine Hat Exhibition and Stampede, the Camrose County Fair, and the Fort McMurray Trade Show. They personally contacted about 24,000 people during these exhibits, and many thousands more saw the display. This initiative resulted in a dramatic increase in the number of fact sheets and brochures being distributed to the public in 1992 over 1991.

**Public Education Materials:** Editorial Services is responsible for many of the Assembly's publications. Among the ongoing projects completed were the 1991 Legislative Assembly Office annual report, monthly issues of the *Preview* newsletter publicizing events on the grounds, and triannual issues of the staff newsletter *Under the Dome*. As well, Editorial Services updated Legislative Assembly Office publications, including the seating plan for the Fourth Session of the 22nd Legislature, the

Opening Day program, and the *Members' Guide*.

The section also completed important special projects, including a very well received four-colour tourist brochure of the Legislature Building, an educational colouring book for grade 3 and under, an invitational brochure, and a new fact sheet entitled *A Job Description for an MLA*. Visitor Services' program staff designed the colouring book and assisted in developing the tourist brochure, while the Administration section improved the inventory system for brochures distributed in the Legislature pedway and at the Legislature Building.

Smaller projects in 1992 included two advertisements. One highlighting the Bills passed during the spring sittings was published in all Alberta dailies. The other, inviting tourists to the Legislature Building, is to appear early in 1993 in *Discover: Alberta's Group Tour Manual*, which will be published in four languages and distributed in North America, Europe, and Japan.

As 1992 drew to a close, new projects were under way. A *Teachers' Guide to the Legislative Assembly of Alberta* was in its final stages of writing and revision and is expected to go to print sometime in 1993. This booklet is designed to enhance the educational value of school field trips to the Legislature and provide teachers unable to bring their classes with an important reference resource. *The Citizen's Guide to the Alberta Legislature* is the working title for a compilation of all 16 fact sheets in booklet form. Most visitors prefer complete sets of fact sheets, so by producing this booklet, the branch expects to realize substantial cost savings over time.

**Public Information:** The Information section's services to the public and the Legislative Assembly continued at a high level. The primary role of the section is to provide information to the general public about the Legislative Assembly and its debates; the main means are the public information telephone line and sessional publications. During the section's first full year of operation, staff answered 3,642 questions. Most asked "Who is my MLA," "Who is the Minister of —," and "How do I contact them?" The second most frequent type of question concerned the Assembly and its busi-



ness. A manual, various directories and electoral lists, the index and on-line system, and the Assembly's public education materials are sources for the information the section provides.

A sessional input assistant now supports the *Hansard* index and on-line services, freeing up the Librarian to create a more complete index than was possible in the past. The index continues to be updated daily with reports printed regularly and distributed to each caucus, the Legislature Library, and Parliamentary Counsel.

The on-line system is now in its fifth year of providing keyword searching of *Hansard* text. The Librarian introduced a number of new Legislative Assembly users to the system during the year, including staff of two constituency offices.

**Special Projects:** Economies achieved through the reorganization enabled the branch to take on a new responsibility for citizenship lists.

With the help of Information Systems Services staff, the Administration section sorts federal information on new Canadian citizens by provincial constituency and distributes it to the appropriate MLA.

One area where significant savings might be realized in the future is in producing the congratulatory scrolls. Printing of scrolls is normally contracted out, but in 1992 Information experimented with producing them in-house on a laser printer, with some success. If remaining problems can be readily resolved, most of the scrolls could be lettered on a laser printer starting sometime in 1993.

Finally, in his role as plain language coordinator for the Legislative Assembly Office, the Director was developing plans at year's end for a plain language course. He expects to offer the course to managers and staff starting early in 1993. This annual report is concrete evidence of the Office's commitment to plain language.

## Comparative Statistics

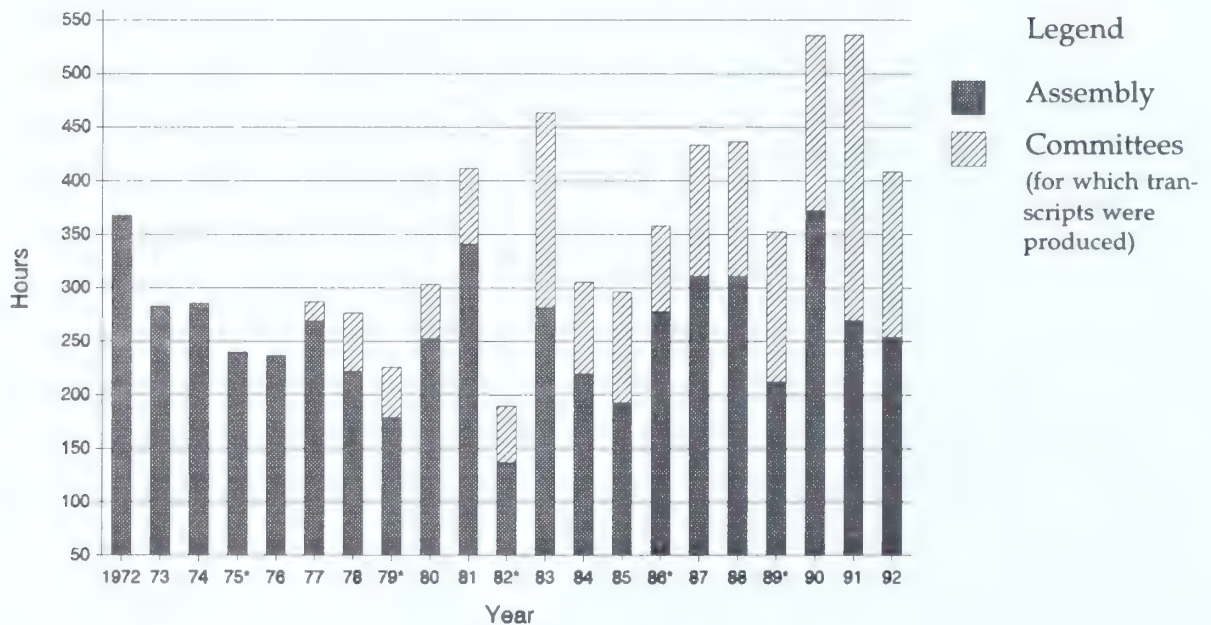
Visitors	1992	1991
<b>Legislature Building</b>		
Visitors on tour	62,617	60,850
Other visitors	19,349	24,114
Total, Legislature Building	82,936	84,964
<b>Pedway Display</b>		
Total visitors	3,960	10,698
<b>Government House</b>		
Total visitors	3,128	3,153
<b>Total visitors, all sites</b>	<b>89,661</b>	<b>98,815</b>



## Comparative Statistics

Tour and Activity Bookings	1992	1991
Total bookings, all sites	1,409	934
Total tours, all sites	4,672	5,024
Groups booked for session	395	248
Chamber gallery seats reserved	12,617	9,778
Total tours conducted	4,379	4,367
VIP tours	39	96
Civil service orientation tours	21	15
Videos booked	73	105
Other programs booked	352	311
Volunteer hours logged	821.8	813
<b>Government House</b>		
Tours conducted	233	360

## Assembly and Committee Meeting Hours



\*indicates an election year

## Comparative Statistics

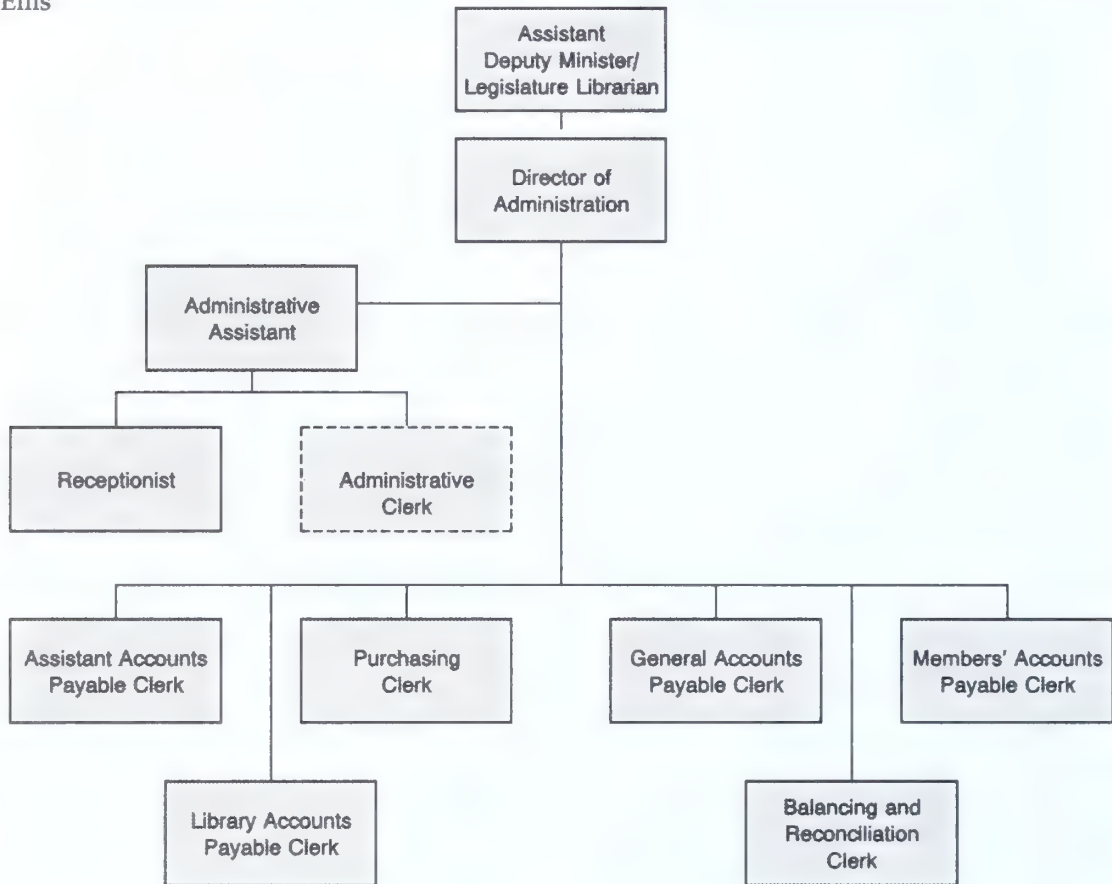
	1992	1991
<b>Assembly</b>		
Sitting days	65	62
Evening sittings	29	36
Sitting hours	255.3	269.5
Total <i>Hansard</i> pages	1,838	2,010
<b>Committees</b>		
Meetings reported	107	132
Meeting hours	155.1	266.2
Total transcript pages	1,222	2,136
<b>Index inquiries</b>	279	239
<b>On-line inquiries</b>	62	37
<b>Assembly publications and information</b>		
Public information calls	3,460	766
Scroll requests	2,983	3,090
Legislative Assembly fact sheets and brochures	121,060	37,800
Other brochures	218,250	59,528
Temporary displays	8	9
<b><i>Hansard</i></b>		
Paid subscribers (daily)	582	614
Paid subscribers (bound volumes)	57	57
Complimentary subscriptions (daily)	428	490
Complimentary bound volumes	113	113
<b>Sessional Mail (Bills, Votes, Proceedings Amendments, Journals)</b>		
Paid subscribers	689	671
Subscribers – Journals only	489	471
Complimentary subscriptions – Bills, Votes	419	442
Complimentary subscriptions – Orders	420	442



## Administrative Services: General Administration

Director of Administration

Scott Ellis



General Administration continued to enhance financial and administrative support services to members and other branches of the Legislative Assembly Office throughout 1992. As well, the new Office of the Ethics Commissioner joined the branch's client group in 1992.

The branch used the Office's spreadsheet software to streamline the budget process. Previously staff manually compiled the summaries from the detailed estimates submitted for each section. This year each budget section came in electronically, and staff assembled the whole package by computer. Late changes to any amounts automatically updated the relevant totals, thus speeding up the process and ensuring greater accuracy. General Adminis-

tration also studied how to transmit approved budget data to Treasury's financial system electronically. Finally, the branch revised specific portions of the budget to reflect the reorganization of the Public Information Branch.

The branch also upgraded its in-house accounting software, ACCPAC. This will enable staff to better monitor inventory such as office supplies and promotional items through tracking usage by user and product type. The branch could then produce, review, and analyze the information monthly, assessing whether usage is reasonable and reducing quantities where possible. As well, the branch plans to use the information in negotiating



with suppliers for better prices. The first monthly report is slated for January 1993.

After reviewing caucus and constituency offices' use of postage, the Members' Services Committee limited the amount of postage General Administration could pay for each office. The branch then developed a system to monitor postage costs to ensure the offices did not exceed the limits. As well, caucus and constituency offices started completing postage request forms and receiving monthly reports showing actual costs and limits.

The Members' Services Committee also reviewed the temporary residence allowance and modified it in April. As a result, General Administration developed a new declaration of permanent residence form and helped modify the temporary residence claim form, including instructions for completing the form. The branch continued to ensure that adequate and current records were kept for all members eligible for this allowance. As well, it reviewed all capital residence leases during the year to ensure they were current, accurate, and complete.

In July, General Administration, with the help of constituency office staff, inventoried constituency offices' fixed assets and compared the offices' lists of equipment with the equipment actually in the offices. Constituency staff noted any discrepancies, and branch staff followed these up, revising the lists where necessary. The branch plans to conduct a similar review annually to ensure that fixed asset lists are current and accurate.

A major undertaking in 1992 was developing a new manual outlining branch policies and procedures for staff and clients. Using a standard format, staff identified each policy's authority, the procedures for both the client and branch staff to follow, and the staff person responsible in each case. The first draft of the manual was due to be completed in January 1993.

Administrative support continued for constituency offices throughout the province, offices at the Legislature, and the members themselves. This support included ordering furniture, purchasing, equipment rentals, maintaining fixed assets, administering leases and contracts, processing purchase orders and invoices,

monthly financial reporting, and preparing and consolidating budget proposals.

The volume of transactions in these areas decreased slightly from 1991, due in part to fiscal restraint and in part to more efficient invoice processing. Also, the branch established fewer departmental vendors and issued fewer direct purchase orders. However, the number of MLA purchase orders increased slightly because MLAs used them to preauthorize purchases. Requests for stationery, office supplies, and promotional items were up slightly as well, as were requests for special overprinting, plaques, short-term automobile leases, and so on. The number of promotional orders decreased, probably due to general economic conditions.

During the year branch staff assisted in relocating four constituency offices and provided training and orientation to new members and staff in order to make transitions as smooth as possible. The branch also continued to replace photocopying and facsimile equipment in constituency offices and to administer maintenance for all office equipment and the RITE telephone lines.

Effective April 1, 1992, the branch extended its services to the Office of the Ethics Commissioner. That office was thus able to avoid hiring additional support staff to serve its current complement of two. To provide these services General Administration implemented a new ledger code for revenue, accounts payable, budget control, and general ledger entries, including maintenance, processing, and security. The branch maintains separate files for all these transactions to aid in retrieving and auditing.

General Administration collected \$118,073 in subscription fees and other revenue in 1992, which was deposited to the province's general revenue account. Subscriptions to *Hansard* and other publications, library services, and other related items generated this revenue.

In summary, General Administration enhanced its services in several ways during 1992. The staff worked diligently to implement these changes so they could continue providing a high level of service to the Legislative Assembly Office. The new policy and procedures manual will be an important reference docu-

ment for 1993 and beyond. The staff are committed to this project and to providing quality

support to the Office to meet the challenges that 1993 is sure to present.

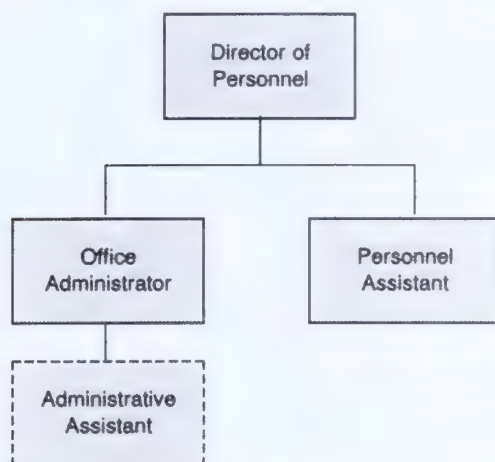
### *Comparative Statistics*

	1992	1991
Invoices processed for payment	17,629	18,026
Mail processed	25,495	26,742
Department vendors established	802	892
Direct purchase orders issued	290	333
Promotional requests filled	504	541
MLA purchase orders processed	5,450	5,300
Other requests	3,056	2,995
Special requests	270	224
Constituency offices, moved	4	7
Constituency offices, new	3	0
RITE lines installed	5	0
Subscription revenue collected	\$118,073	\$117,135



## Personnel Services

**Director of Personnel**  
Cheryl Scarlett



During 1992 Personnel Services responded to a high number of requests for assistance in all aspects of pay and personnel administration. As well, the branch improved internal procedures and helped reorganize the Public Information Branch, formerly *Hansard* and Visitor Services.

Staff recruitment was an active area in 1992, particularly with caucus and constituency offices. Personnel Services continued to work with MLAs, caucus chiefs of staff, and managers, providing advice and ensuring that all branches followed consistent and fair employment practices. In addition, staff from all branches showed strong interest in job related training and development, and Personnel staff guided managers in providing appropriate cross training opportunities for their staff. Moreover, emphasis on employee relations increased as branch staff helped members, managers, and staff address various work-related concerns.

Members sought the branch's assistance in several areas. Three by-elections were held during the year, and the branch worked with both retiring and newly elected members to address personnel related matters, including

explaining to new members their benefits and entitlements. In addition, Personnel responded to an increased number of inquiries from both members and the public regarding MLA remuneration, pensions, and benefits, and also maintained contact with other Canadian Legislatures to keep abreast of their members' pay and benefits.

Following the 1989 general election, 21 former members became eligible for the extended benefits option for nonreturning members, and two more have qualified since then. In 1992, 17 former members were still on the plan. The branch maintained contact with them throughout the year to ensure that their needs were being addressed.

Reorganizing the *Hansard* and Visitor Services branch into the Public Information Branch was a special project involving Personnel. It included interviews with the full-time staff to discuss their interests and skills and their ideas for shaping the new organization. Public Information Branch staff provided valuable input in both group and private meetings involving the Personnel Director.

In 1991 staff began converting to an on-line system to process payroll transactions directly on-line to Treasury. The conversion was completed in 1992, and the branch developed new internal procedures and enhanced the tracking and control system. A major challenge relative to this project was addressing the unique pay and administration requirements of the Legislative Assembly.

Personnel Services improved several internal administrative procedures in 1992. The branch changed the procedure and forms for reporting attendance within the Legislative Assembly Office and helped caucus and constituency offices enhance their attendance reporting. Personnel staff administered 201 individual employment contracts and continued to take a strong interest in the various types of contracts. In co-operation with the members, the branch converted some fee-for-service contracts to employment contracts.



The Legislative Assembly Office actively supported flexible working arrangements for its staff in 1992. In conjunction with this approach, Personnel Services introduced on a

trial basis a formal flex-time program and administered employment alternatives such as part-time, job sharing, and modified work-at-home arrangements.

### *Comparative Statistics*

Staff and Position Complement	1992	1991
<b>Staff positions</b>		
Permanent	50	50
Nonpermanent	17	16
Wage	55	63
Total	122	129
<b>MLA positions</b>		
Members	83	83
Office other than member	12	12
Committee membership	240	218
Total	335	313
<b>Employment contracts</b>		
Caucus	72	71
Constituency	111	115
Other	18	23
Total	201	209
<b>Programs</b>		
Priority employment program (PEP)	—	—
Summer temporary employment program (STEP)	68	67
Employment skills program (ESP)	27	27
Quebec/Alberta exchange	3	3
Work experience	—	—
Special placements program	6	5
Total	104	102
<b>Grand total</b>	<b>762</b>	<b>753</b>

## *Comparative Statistics*

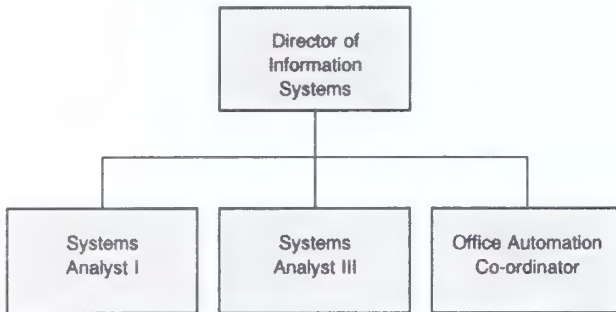
<b>Pay and Benefits</b>	<b>1992</b>	<b>1991</b>
<b>Salary system</b>		
Commencements	45	36
Terminations	38	22
Transfers	3	4
<b>Wage system</b>		
Commencements	149	146
Terminations	143	94
Transfers	1	9
<b>Committee payment system</b>		
Claims processed	390	364
Advances processed	62	62
<b>Total</b>	<b>831</b>	<b>737</b>
<b>Total documents processed</b>	<b>7,132</b>	<b>7,053</b>



## Information Systems Services

### Director of Information Systems

Bill Gano



Throughout 1992 Information Systems staff maintained and upgraded the Assembly's data processing and office automation services. A major special project was the Library's on-line, integrated indexing system, in which the director of Information Systems played a key role.

The branch replaced 18 obsolete workstations at the Legislature with newer technology and added 12 workstations to the Assembly's microcomputer network. In addition, it made some major upgrades to the Assembly's network, including an enhanced electronic mail system, improved network software, and more powerful file servers with increased memory and disk capacity. With these improvements the network kept up with current technology and maintained appropriate response times despite increased usage.

Two other enhancements deserve special mention: scanning and facsimile (fax) capability. Staff designed and implemented a scanning system that reads hard copy documents onto computer disks. This capability proved especially useful for handling the monthly citizenship lists from the federal government.

In the fall the branch installed scanning technology in each caucus office. With respect to facsimile technology, anyone on the system can now fax a document anywhere in the world from their own workstations. As well, users outside the Assembly can fax to anyone on the Assembly network, and the fax will appear on their computer screen.

The branch continued to offer training courses for constituency and caucus office staff. Also, Information Systems staff visited a number of constituency offices to provide further training and assistance on site.

The Director of Information Systems and the ADM/Legislature Librarian jointly co-ordinated work on the new computerized library indexing system. This project started with securing budgetary approval from the Members' Services Committee. After extensive study of several vendor proposals, the Library EDP Committee drew up a short list of prospective vendors. Following in-house testing of the short-listed vendors' products, the committee selected the most appropriate one and began contract negotiations to acquire the first phase of the new system early in 1993.

The EDP management committee met regularly throughout 1992. The Director of Information Systems chairs this committee, which was formed in 1990. Its purpose is to advise the Legislative Assembly Office on managing existing EDP resources and future requirements. Representatives from each caucus and all noncaucus areas sit on the committee.

The long-term EDP strategic plan continued to be updated. This document provides overall direction for implementing, enhancing, and maintaining hardware and software in the Legislative Assembly Office. The plan also addresses financing EDP projects and training staff affected by new technologies.



### *Comparative Statistics*

	1992	1991
Remote workstations in place	87	79
Local workstations in place	146	142
Obsolete workstations replaced	18	28
Person-days of training	104	102



## **Special Events**

### **Unveiling of Alberta 25 Cent Coin**

On June 4 the design for the Alberta 25 cent piece commemorating Canada's 125th anniversary was unveiled in the Legislature Building rotunda. Hon. Doug Main, Minister of Culture and Multiculturalism, presided over the ceremony and several distinguished guests were present, including artist Mel Heath. Members of the Legislative Assembly also attended and Visitor Services staff provided support for the event.

### **Fort Edmonton Archaeological Excavations on the Legislature Grounds**

On July 13, 1992, Speaker David J. Carter officially opened the Fort Edmonton dig at the south Legislature grounds. The month-long project was a collaborative effort between the Provincial Museum of Alberta and the University of Alberta Department of Anthropology.

The site was one of the most important fur trade posts in Western Canada, the Hudson's Bay Company's Fort Edmonton V, which endured from 1830 to 1915. The dig provided an ideal opportunity for research and for training the 13 archaeological students who formed the excavation team. It also allowed Canadians and people from other countries to see first hand the physical remains of this important part of Alberta history on the grounds.

The project was part of the Provincial Museum of Alberta's 25th anniversary celebrations and also commemorated the 125th anniversary of Canada.

### **25th Anniversary of the Office of the Ombudsman**

On September 1, 1992, the Legislature Library hosted a reception in honour of the

25th anniversary of the Office of the Alberta Ombudsman. About 200 guests attended, including Speaker David J. Carter, who participated in the ceremony, and Members of the Legislative Assembly and special guests.

### **Christmas at the Legislature**

On December 6, Speaker David J. Carter hosted an ecumenical Christmas service at the Legislature, after which incoming Premier Ralph Klein turned on the Christmas lights for the season.

Participants in the ecumenical service with Speaker Carter included Their Honours the Lieutenant Governor Gordon Towers and Mrs. Towers; Hon. Al (Boomer) Adair, Minister of Transportation and Utilities, representing the Alberta government; Ms. Pam Barrett, Member for Edmonton-Highlands, representing the Official Opposition; Mrs. Bettie Hewes, Member for Edmonton-Gold Bar, representing the Liberal opposition; Constable Robert Werstiuk from Legislature Building Security, and Alastair Hodgson, representing youth.

To assist the hearing impaired, Ms Carol Littelljohn provided sign language interpretation. As in previous years, Shaw Cable taped the event for broadcast later in the month.

### **Retirement of Oscar J. Lacombe, Sergeant-at-Arms**

On December 9 staff and friends gathered to commemorate the retirement of Oscar J. Lacombe, Sergeant-at-Arms. Mr. Lacombe served the Legislative Assembly from April 1980 to January 1993. Speaker David J. Carter hosted the retirement celebration, and Mr. Lacombe's family, Members of the Legislative Assembly, former Members, and many friends and colleagues attended.



## ***Former Members of the Legislative Assembly***

The Speaker's office continued to send Christmas cards to former members and to notify them of the deaths of former colleagues. Former members were also invited to the seventh annual Speaker's Cup golf tournament, which was scheduled for September 4 but had to be canceled due to inclement weather. In 1992, 41 former members visited the Legislature or attended activities or events that the Speaker hosted.

### **Obituaries**

On January 26, 1992, **Mr. Sheldon M. Chumir**, a sitting Member of the Legislative Assembly, passed away. A Liberal member, Mr. Chumir was first elected in 1986 for the constituency of Calgary-Buffalo and re-elected in 1989.

A former Member of the Legislative Assembly and cabinet minister, **Mr. Neil S. Crawford**, passed away on August 25, 1992. Mr. Crawford first took his seat in the Assembly in 1972 as the Progressive Conservative Member for Edmonton-Parkallen and in the same year became the Minister of Health and Social Development. He was re-elected in 1975, 1979, 1982, and 1986. His portfolios included Labour from 1975 to 1979, Attorney General from 1979 to 1986, Minister of Municipal Affairs from 1986 to 1987, and Minister of Special Projects from 1987 until he retired in 1989. He was also Government House Leader from 1979 to 1986.

A former Social Credit Member of the Legislative Assembly, **His Honour Edgar Gerhart**, passed away on May 25, 1992. Mr. Gerhart served the Edmonton and Edmonton-Northwest constituencies from 1952 to 1971. He was Minister of Municipal Affairs from 1967 to 1969 and Attorney General from 1968 to 1971.

**Mr. Edward L. Gray**, a former Liberal Member of the Legislative Assembly, passed away on June 13, 1992. Mr. Gray was elected in a by-election in 1937 and served the Edmonton constituency until 1940.

**Mr. Alfred J. Hooke**, a former Social Credit Member of the Legislative Assembly and cabinet minister, passed away on February 17, 1992. Mr. Hooke served the constituency of Red Deer from 1935 to 1940 and the Rocky Mountain House constituency from 1940 to 1971. In addition, he held the portfolios of Economic Affairs from 1945 to 1955, Public Works from 1952 to 1955, Municipal Affairs from 1955 to 1967, and Public Welfare and Lands and Forests from 1967 to 1968.

A former Social Credit Member for Medicine Hat, **Mr. Harry C. Leinweber**, passed away on March 18, 1992. Mr. Leinweber was first elected in a by-election in 1961. He was subsequently re-elected in 1963 and 1967 and served until 1971.

**Dr. Donald J. McCrimmon**, who served the constituency of Ponoka from 1971 to 1982, passed away on November 8, 1992. Dr. McCrimmon, a Progressive Conservative Member of the Legislative Assembly, was Deputy Speaker from 1975 to 1979 and minister responsible for native affairs from 1979 to 1982.

On December 21, 1991, **Mr. Carl Muller**, a Member of the Legislative Assembly from 1967 to 1971, passed away. A Social Credit member, Mr. Muller served the constituency of Pembina.





## Interparliamentary Relations

Speaker David J. Carter, Deputy Speaker Stan Schumacher, Deputy Chairman of Committees Halvar C. Jonson, and staff of the Legislative Assembly Office are involved in ongoing liaison with members and staff of other parliaments and with other representatives of foreign countries. In 1992 they hosted the following visitors and events.

January 2	Mr. Sergei Sirotkin, Deputy of the RSFSR (Russian Federation) and Member of the RSFSR (Supreme Soviet)	June 9	Hokkaido Government Delegation, Sapporo, Japan
March 3	Ontario Legislative Interns	June 11	Hon. Sein Win, Prime Minister in Exile, National Coalition Government of the Union of Burma
March 30	Mr. Anthony A. Joy, Consul General of Great Britain	June 18	1992 Canadian Parliamentary Association bursary award presentations
April 3	Alberta Girls' Parliament	June 24	1992 Canadian Parliamentary Association essay award presentations
May 7	Forum for Young Albertans	August 24	His Excellency Air Chief Marshal Hakimullah, High Commissioner of Pakistan
May 11	His Excellency Kun Woo Park, Ambassador of the Republic of Korea	September 25	Mr. Jorge L. Vinuela, Consul General of Argentina
May 14	Forum for Young Albertans	October 20	Canadian Association of Young Political Leaders
May 14	His Excellency Dr. Yassin Saeed Noman, President of the Council of Deputies of the Republic of Yemen	October 20	Australian Political Exchange Council delegation to Canada
June 4	Mr. Trevor Griffin, Member of the Legislative Council and shadow attorney general, South Australia	October 22	Delegation of the Canadian/German Parliamentary Group visit to Canada
		November 20	Hon. Stanislav P. Shustov, People's Deputy of Russia, Supreme Soviet of Russia



## ***Participation in National and International Organizations***

Members, officers, and staff of the Legislative Assembly participated in the following parliamentary conferences and seminars:

Alberta Library Conference

Alberta Association of Library Technicians Conference

Association of Clerks-at-the-Table in Canada annual professional development seminar

Association of Parliamentary Librarians in Canada, biennial conference

Canadian Association of Sergeants-at-Arms Conference

Canadian Comprehensive Auditing Foundation Conference

Canadian Council of Public Accounts Committees, annual meeting

Council of Governmental Ethics Laws Conference

Centre for Legislative Exchange Seminar

Canadian Parliamentary Association, Canadian Regional Council meeting

Canadian Parliamentary Association, 32nd Canadian Regional Conference

Commonwealth Parliamentary Association, 38th Conference

Fifth International Ombudsman Conference

Hansard Association of Canada, 20th Annual Conference

International Symposium on Democracy

Legislative Assembly of the Northwest Territories (visit)

Manitoba Legislature (visit)

Midwestern Legislative Conference

National Conference of State Legislatures

Ninth Canadian Conference of Presiding Officers

North Idaho Chamber of Commerce 1992 Legislative Seminar

Palace of Westminster (visit)

Parliamentary Counsel Association Conference

Parliament of Belize (visit)

Supreme Court of Canada

Tourism Industry Association of Alberta Conference

Visitor Services, third annual national conference



## Summary of Budget Estimates by Account: Legislative Assembly Office

Code	Description	1992-93	1991-92
	<b>Salaries, Wages &amp; Employee Benefits</b>		
711A00	Salaries – Permanent	\$1,887,371	\$1,744,975
711B00	Salaries – Nonpermanent	417,674	456,924
711C00	Wages	2,997,680	768,233
711D00	Contract Employees	2,546,023	3,672,814
711E00	Employer Contributions	802,432	912,485
711F00	Allowances & Benefits	77,283	72,950
<b>Subtotal</b>		<b>\$8,728,463</b>	<b>\$7,628,381</b>
	<b>Supplies &amp; Services</b>		
712A00	Travel Expenses	1,587,182	1,718,096
712C00	Advertising	68,582	229,500
712D00	Insurance	3,600	3,600
712E00	Freight & Postage	343,367	608,866
712G00	Rental of Property, Equipment & Goods	255,012	833,580
712H00	Telephone & Communications	453,005	416,750
712J00	Repair & Maintenance of Equipment	62,317	102,990
712K00	Professional, Technical & Labour Services	3,143,240	1,905,618
712L00	Data Processing Services	104,585	98,475
712M00	Hosting	46,315	78,988
712N00	Other Purchased Services	14,000	42,940
712P00	Other Materials & Supplies	492,723	1,065,310
<b>Subtotal</b>		<b>\$6,573,928</b>	<b>\$7,104,713</b>
	<b>Other Grants</b>		
713X00	General	3,200	3,200
<b>Subtotal</b>		<b>\$3,200</b>	<b>\$3,200</b>
	<b>Payments to Members of the Legislative Assembly</b>		
715A00	Payments to MLAs	7,245,197	7,244,528
<b>Subtotal</b>		<b>\$7,245,197</b>	<b>\$7,244,528</b>
	<b>Purchase of Fixed Assets</b>		
724C00	Data Processing Equipment & Software	83,000	197,325
724D00	Purchase of Audiovisual Equipment	283,325	–
724F00	Office Equipment	37,039	168,570
<b>Subtotal</b>		<b>\$403,364</b>	<b>\$365,895</b>
<b>Total</b>		<b>\$22,954,152</b>	<b>\$22,346,717</b>









## Public Education Materials

The Legislative Assembly Office has public education materials covering a variety of subjects related to the work of the Assembly. Titles are listed below.

### Fact Sheets

1. How the Assembly Works
2. The Parliamentary System in Alberta
3. Putting Your Tax Dollars to Work
4. Making Alberta's Laws
5. You and Your MLA
6. The Legislative Assembly Office (LAO)
7. It's all in *Hansard*
8. Symbols and Traditions:  
The Emblems of Alberta
9. Two Styles of Governing:  
Provincial and State Legislatures
10. The Legislature Building
11. The Mace
12. The Speaker
13. Parliamentary Procedure
14. Executive Council

### Feuilles de renseignements

1. Le fonctionnement de l'Assemblée
2. Le système parlementaire en Alberta
3. Les lois de l'Alberta

### Videos

*Your Legislative Assembly at Work*  
*Votre assemblée au travail*  
*From Lip to Script: The Making of Alberta*  
*Hansard*  
*The Legislature Building: Alberta's Story*  
*l'Edifice du Parlement: l'Histoire de l'Alberta*

### Other

*The Citizen's Guide to the Alberta Legislature*  
(English-language fact sheets compiled in a booklet)  
Legislative Assembly Seating Plan  
Colouring Book (grade 3 and under)  
Legislature Grounds Self-Guided Tour Map  
Tourist Brochure

Video screenings and free tours of the Legislature Building and Government House are available through:

**Visitor Services**  
**414 Legislature Building**  
**Edmonton, Alberta T5K 2B6**  
**(403) 427-7362**

For complimentary copies of the fact sheets or other information about the Legislative Assembly, call our public information number at (403) 427-2826.





Printed on Recycled Paper

ISSN 0838-5602